Web-Enabled Safety System (WESS)

online reporting tool for DoD Aviation Hazards and Mishaps

Initial Mishap Notification

Lesson Two (v2)

Initial Mishap Notification

- Is the responsibility of the reporting custodian of the naval aircraft or UAV involved in a mishap.
- When commands assume responsibility for investigating and reporting of a mishap from the reporting custodian, the appointing authority of the AMB assumes responsibility for any further reporting.
- If aircraft of more than one reporting custodian are involved, the senior command (usually) does the investigation & reporting. Commands must make every effort to immediately notify the reporting custodian so they can commence their mishap reporting responsibilities.

Deadlines

- Initial Telephone Mishap Notification Reports are required within 60 minutes of their occurrence
- submit initial telephone notification on all Class A mishaps to COMNAVSAFECEN. Provide additional information in subsequent calls as it becomes available.
- Submit initial notification via WESS within 4 hours of the mishap for Class A and B mishaps. Submit a first amended WESS notification, if necessary, and all Class C initial reports, within 24 hours of the mishap.

Modes of Notification Submission

- Submit Notifications via telephone and WESS.

- Telephone Mishap Data Reports. Include this information in your telephone notification to COMNAVSAFECEN:
  - Reporting Custodian(s)
  - Aircraft Type and Bureau Number
  - Mishap Location
  - Brief Narrative
  - Damage
  - Injuries and Fatalities
  - Points of Contact

- Call (DSN) 564-2929, or (collect) 757-444-2929 to report a mishap. For other calls to COMNAVSAFECEN, refer to appendix D of OPNAV 3750.6R.

PRIVILEGED INFORMATION

- Initial notifications are not privileged however mishap reports are privileged.
- Military and Federal courts recognize that information given under promises of confidentiality and findings, conclusions, and recommendations of the AMB and endorsers are protected from release under Executive Privilege.
- Any information, which would not have been discovered but for information provided under a promise of confidentiality, is privileged.

Scenario

- You are the ASO of VX-30, a test squadron, and you just had a mishap involving an electrical fire onboard an experimental NP-3D Orion.

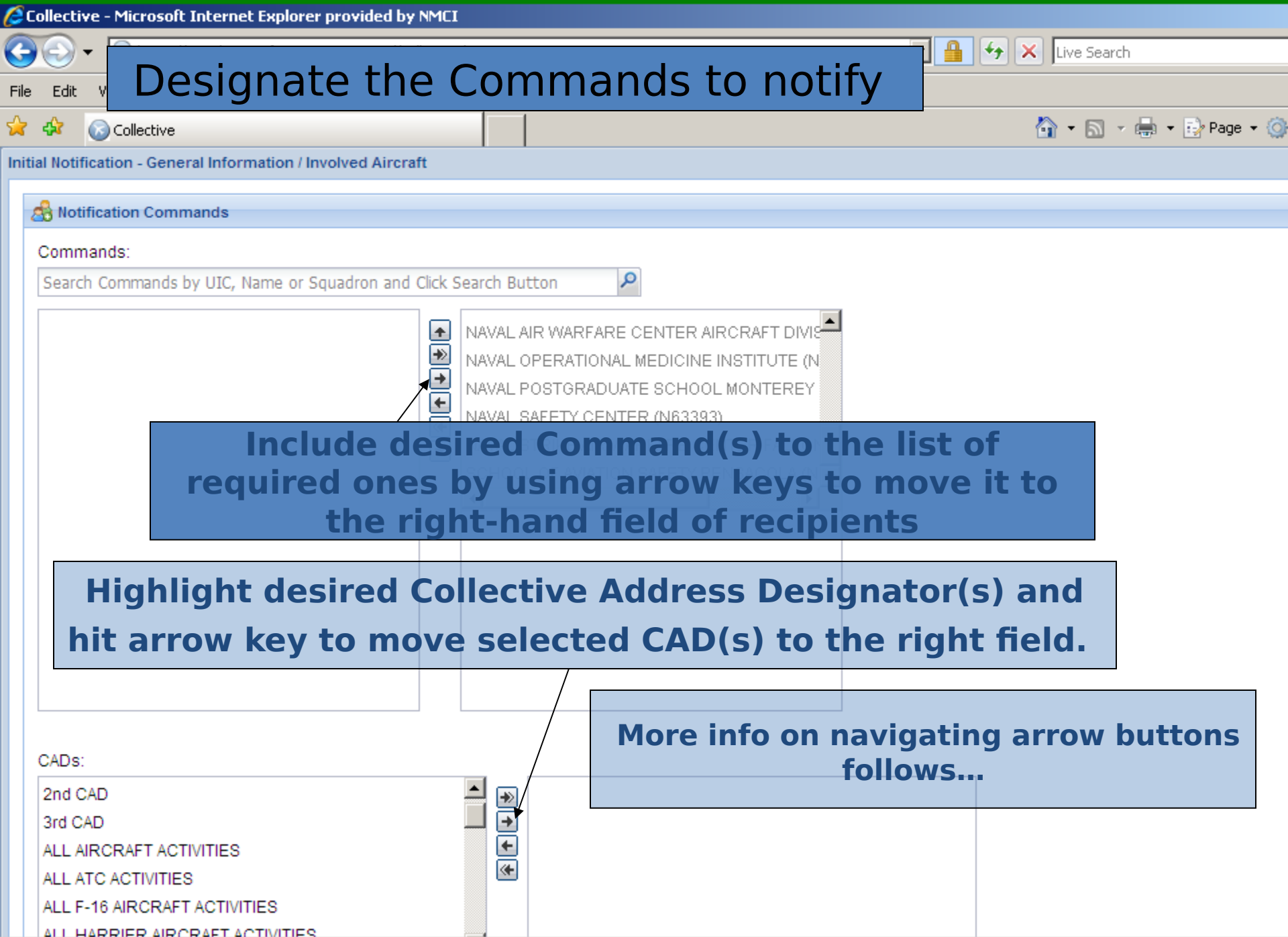
Notification

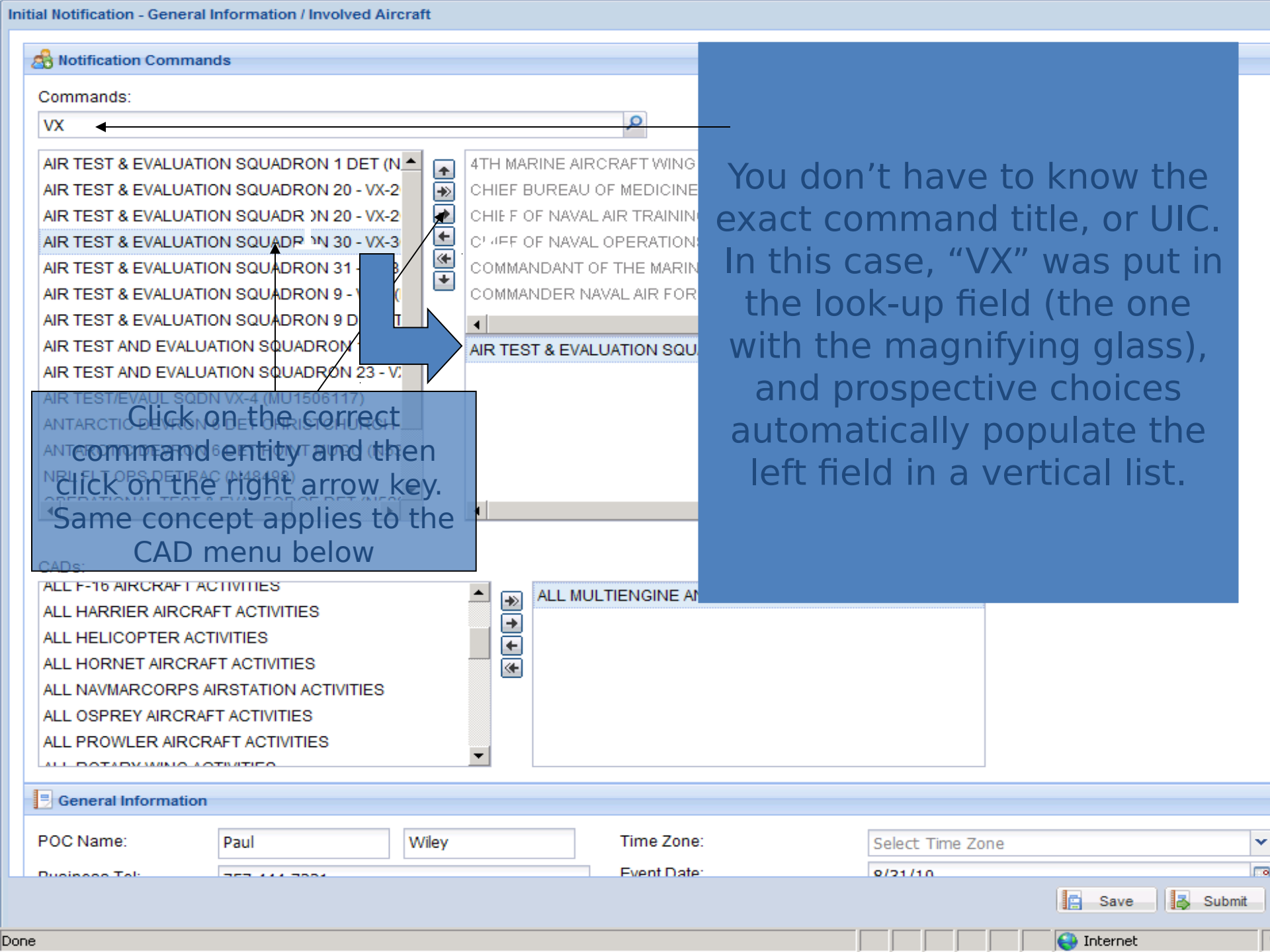
- Telephone call to COMNAVSAFCEN
- Initial Notification via WESS

(how long do you have?)

Initial Notification via WESS

http://www.public.navy.mil/navsafecen/pages/wess/WESS.aspx


Collective - Microsoft Internet Explorer provided by NMCI
Live Search
File Edit
Collective
Page
Designate the Commands to notify
Initial Notification - General Information / Involved Aircraft
Notification Commands
Commands:
Search Commands by UIC, Name or Squadron and Click Search Button
NAVAL AIR WARFARE CENTER AIRCRAFT DIVIS
NAVAL OPERATIONAL MEDICINE INSTITUTE (N
NAVAL POSTGRADUATE SCHOOL MONTEREY
NAVAL SAFETY CENTER (N63393)
Include desired Command(s) to the list of required ones by using arrow keys to move it to the right-hand field of recipients
Highlight desired Collective Address Designator(s) and hit arrow key to move selected CAD(s) to the right field.
More info on navigating arrow buttons follows…
CADs:
2nd CAD
3rd CAD
ALL AIRCRAFT ACTIVITIES
ALL ATC ACTIVITIES
ALL F-16 AIRCRAFT ACTIVITIES


Initial Notification - General Information / Involved Aircraft
Notification Commands
Commands:
VX
AIR TEST & EVALUATION SQUADRON 1 DET (N
AIR TEST & EVALUATION SQUADRON 20 - VX-2
AIR TEST & EVALUATION SQUADR ON 20 - VX-2
AIR TEST & EVALUATION SQUADR ON 30 - VX-3
AIR TEST & EVALUATION SQUADRON 31 -
AIR TEST & EVALUATION SQUADRON 9 -
AIR TEST & EVALUATION SQUADRON 9 D
AIR TEST AND EVALUATION SQUADRON
AIR TEST AND EVALUATION SQUADRON 23 - V
AIR TEST/EVAL SQDN VX-4 (MU1506117)
4TH MARINE AIRCRAFT WING
CHIEF BUREAU OF MEDICINE
CHIEF OF NAVAL AIR TRAININ
CHIEF OF NAVAL OPERATION
COMMANDANT OF THE MARIN
COMMANDER NAVAL AIR FOR
AIR TEST & EVALUATION SQU
Click on the correct command entity and then click on the right arrow key. Same concept applies to the CAD menu below
You don't have to know the exact command title, or UIC. In this case, "VX" was put in the look-up field (the one with the magnifying glass), and prospective choices automatically populate the left field in a vertical list.
CADs:
ALL F-16 AIRCRAFT ACTIVITIES
ALL HARRIER AIRCRAFT ACTIVITIES
ALL HELICOPTER ACTIVITIES
ALL HORNET AIRCRAFT ACTIVITIES
ALL NAVMARCORPS AIRSTATION ACTIVITIES
ALL OSPREY AIRCRAFT ACTIVITIES
ALL PROWLER AIRCRAFT ACTIVITIES
ALL MULTIENGINE A
General Information
POC Name:
Paul
Wiley
Time Zone:
Select Time Zone
Event Date:
8/31/10
Save
Submit
Done
Internet

A quick word on on Arrow Usage/Navigation...

Collective - M

File Edit View

Initial Notificatio

Notificati

Commands:

VFA

CRAW/CRAG VFA 106 (STUDENTS) (N65550)
DEFENSE PRINT SERV NAVFAC ARLINGTON AI
FORT POLK (AW0VFAA)
MARINE FIGHTER ATTACK SQUADRON 212 - VI
NAVFAC ENGINEERING COMMAND ATLANTIC (
NAVFAC ENGINEERING COMMAND EUROPE &
NAVFAC ENGINEERING COMMAND NORTHWE:
NAVFAC EXPEDITIONARY LOGISTICS CENTER
NAVFAC MARIANAS CC, OIC (N62766)
NAVFAC MIDLANT - NORTHEAST (N40085)
NAVFAC OSF (N45615)
NAVFAC PACIFIC SITE THAILAND (N66693)
NAVFAC SOUTHEAST (N69272)

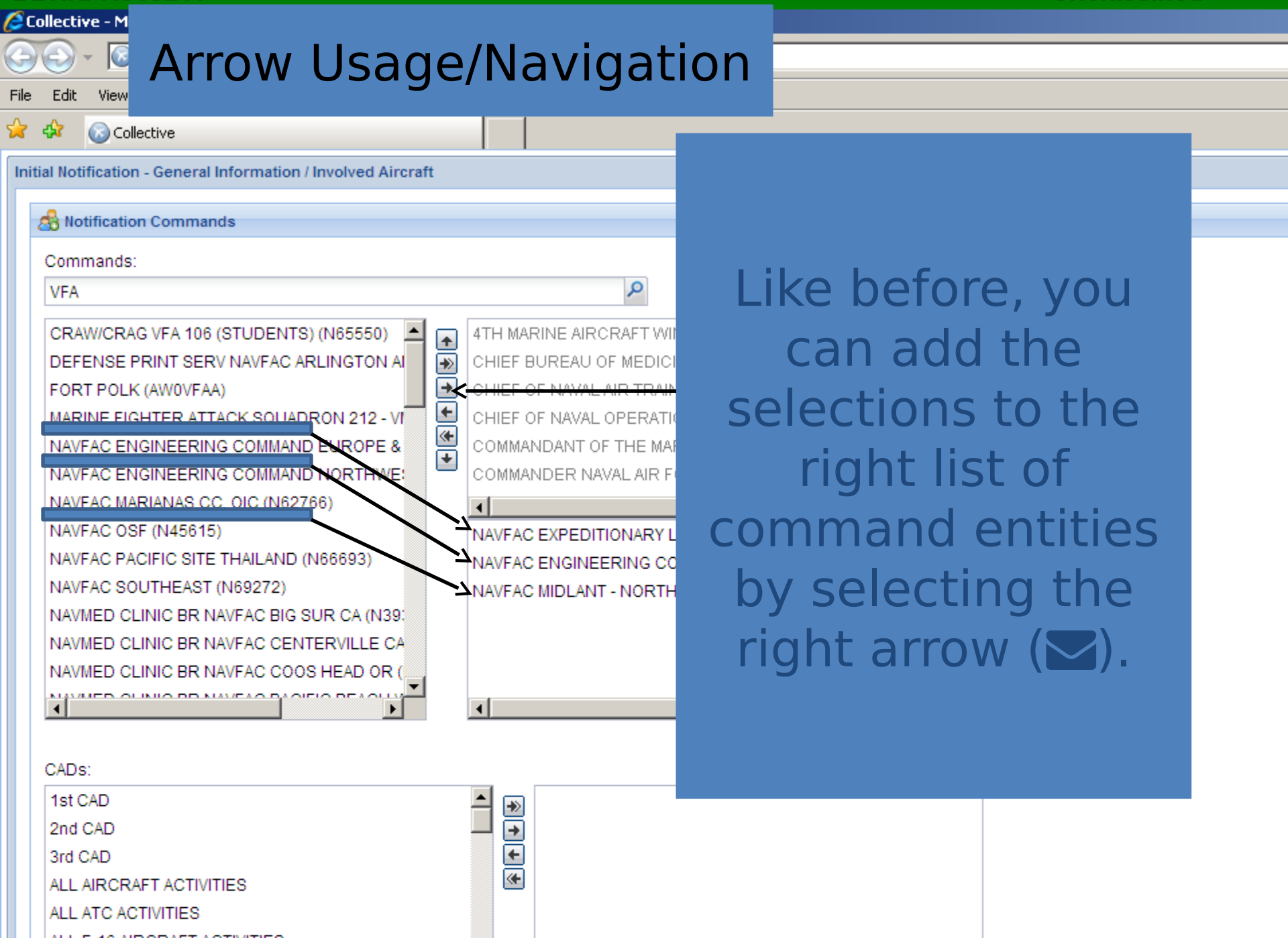
4TH MARINE AIRCRAFT WI
CHIEF BUREAU OF MEDICI
CHIEF OF NAVAL AIR TRAIN
CHIEF OF NAVAL OPERATI
COMMANDANT OF THE MA
COMMANDER NAVAL AIR F

Placing cursor over the multiple desired listing and clicking while holding down the CNTL key highlights the choices

CADs:

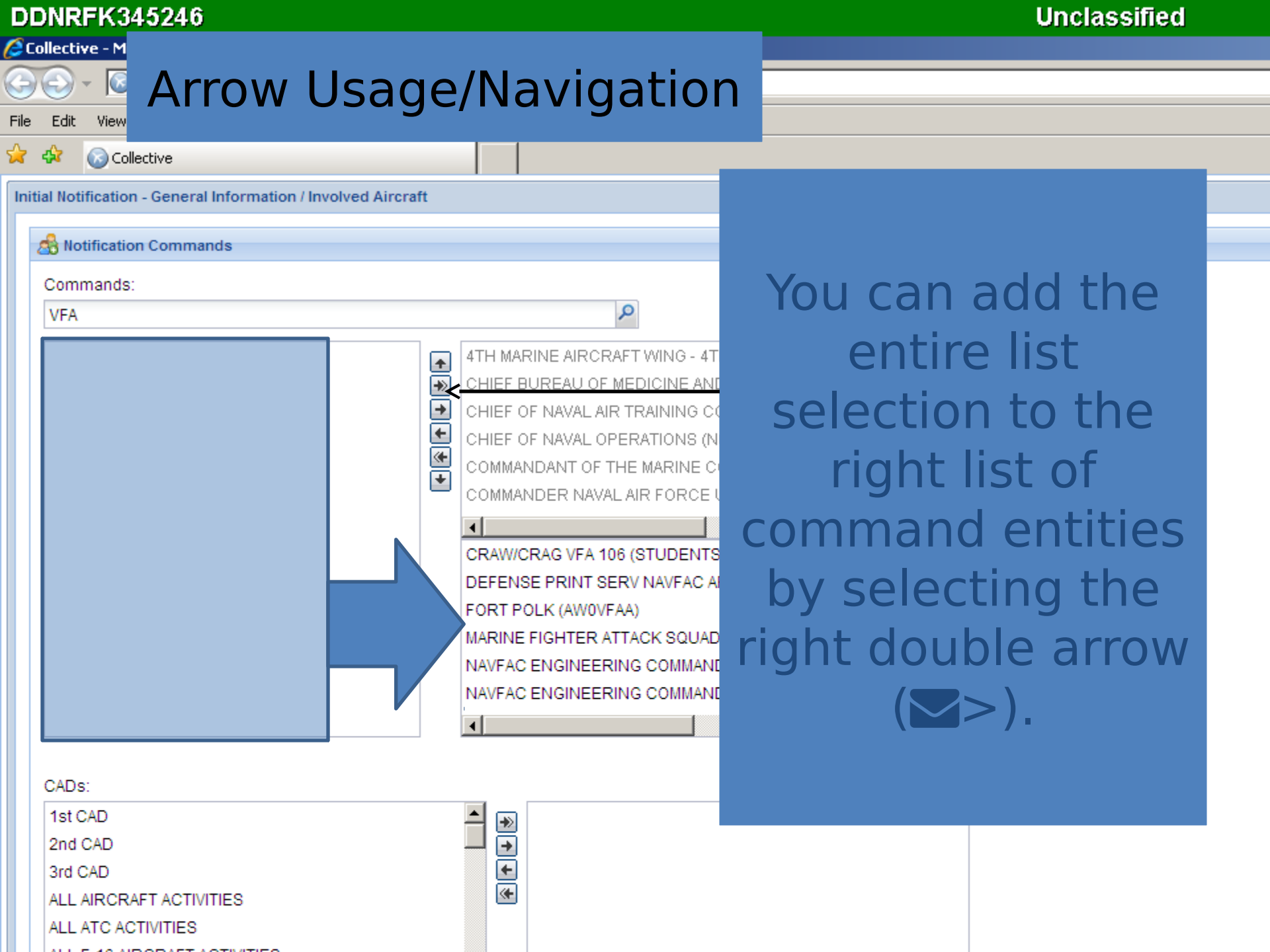
1st CAD
2nd CAD
3rd CAD
ALL AIRCRAFT ACTIVITIES
ALL ATC ACTIVITIES

Arrow Usage/Navigation



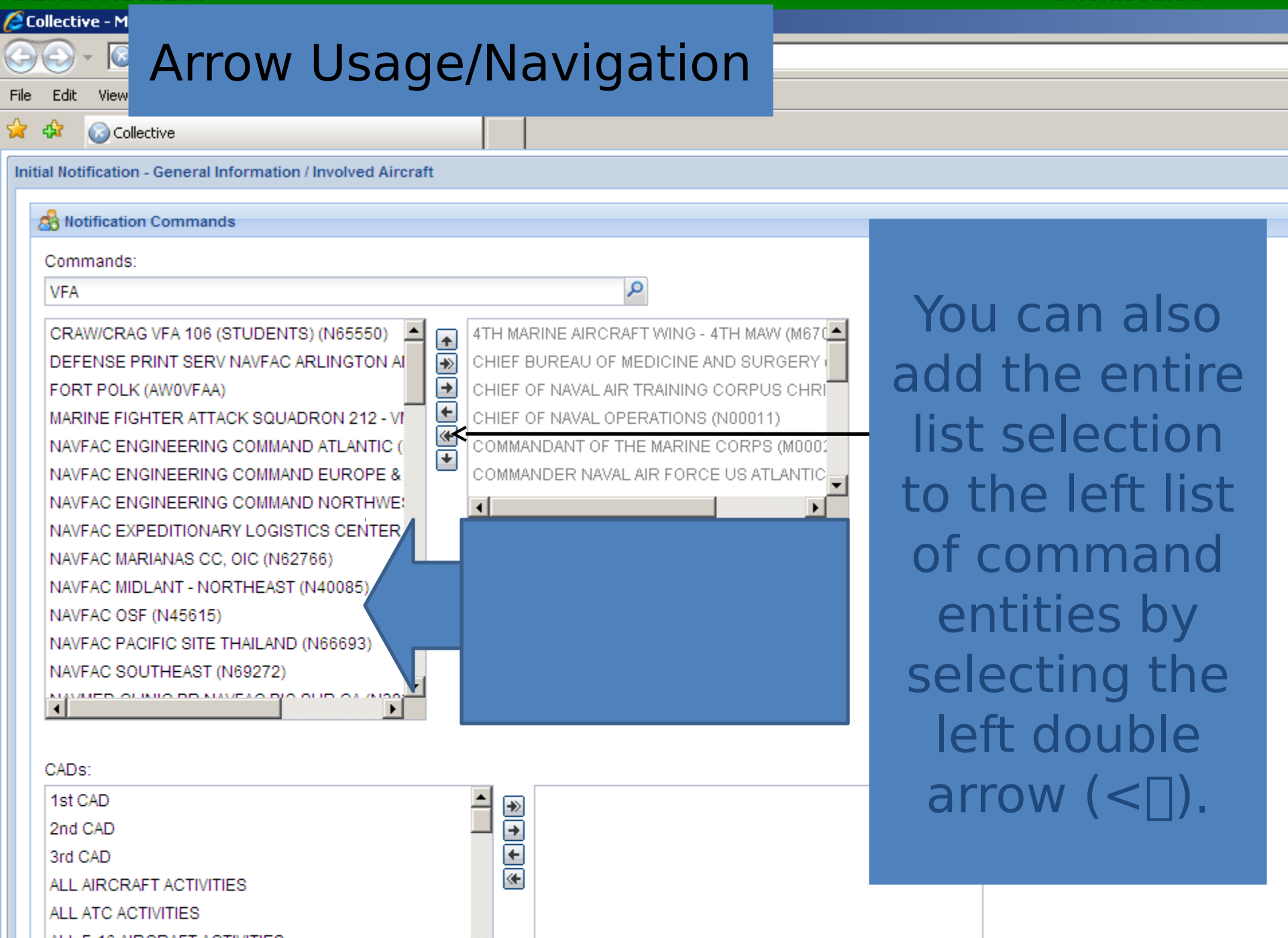
Like before, you can add the selections to the right list of command entities by selecting the right arrow (✉).

Arrow Usage/Navigation



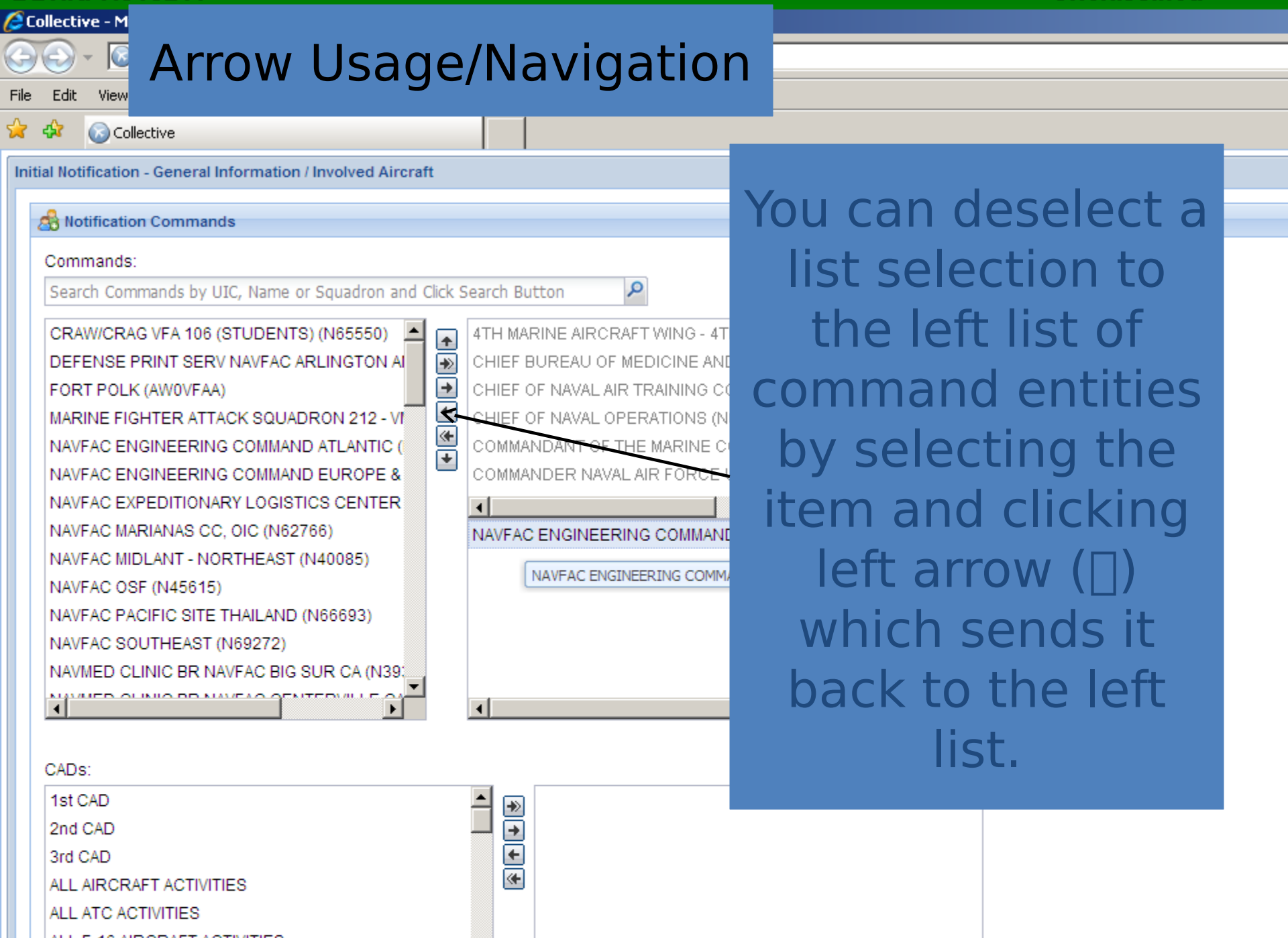
You can add the entire list selection to the right list of command entities by selecting the right double arrow (✉>).

Arrow Usage/Navigation


Collective - M
File Edit View
Collective
Initial Notification - General Information / Involved Aircraft
Notification Commands
Commands:
VFA
CRAW/CRAG VFA 106 (STUDENTS) (N65550)
DEFENSE PRINT SERV NAVFAC ARLINGTON AI
FORT POLK (AW0VFAA)
MARINE FIGHTER ATTACK SQUADRON 212 - VI
NAVFAC ENGINEERING COMMAND ATLANTIC (
NAVFAC ENGINEERING COMMAND EUROPE &
NAVFAC ENGINEERING COMMAND NORTHWE
NAVFAC EXPEDITIONARY LOGISTICS CENTER
NAVFAC MARIANAS CC, OIC (N62766)
NAVFAC MIDLANT - NORTHEAST (N40085)
NAVFAC OSF (N45615)
NAVFAC PACIFIC SITE THAILAND (N66693)
NAVFAC SOUTHEAST (N69272)
4TH MARINE AIRCRAFT WING - 4TH MAW (M67
CHIEF BUREAU OF MEDICINE AND SURGERY
CHIEF OF NAVAL AIR TRAINING CORPUS CHRI
CHIEF OF NAVAL OPERATIONS (N00011)
COMMANDANT OF THE MARINE CORPS (M000
COMMANDER NAVAL AIR FORCE US ATLANTIC
CADs:
1st CAD
2nd CAD
3rd CAD
ALL AIRCRAFT ACTIVITIES
ALL ATC ACTIVITIES

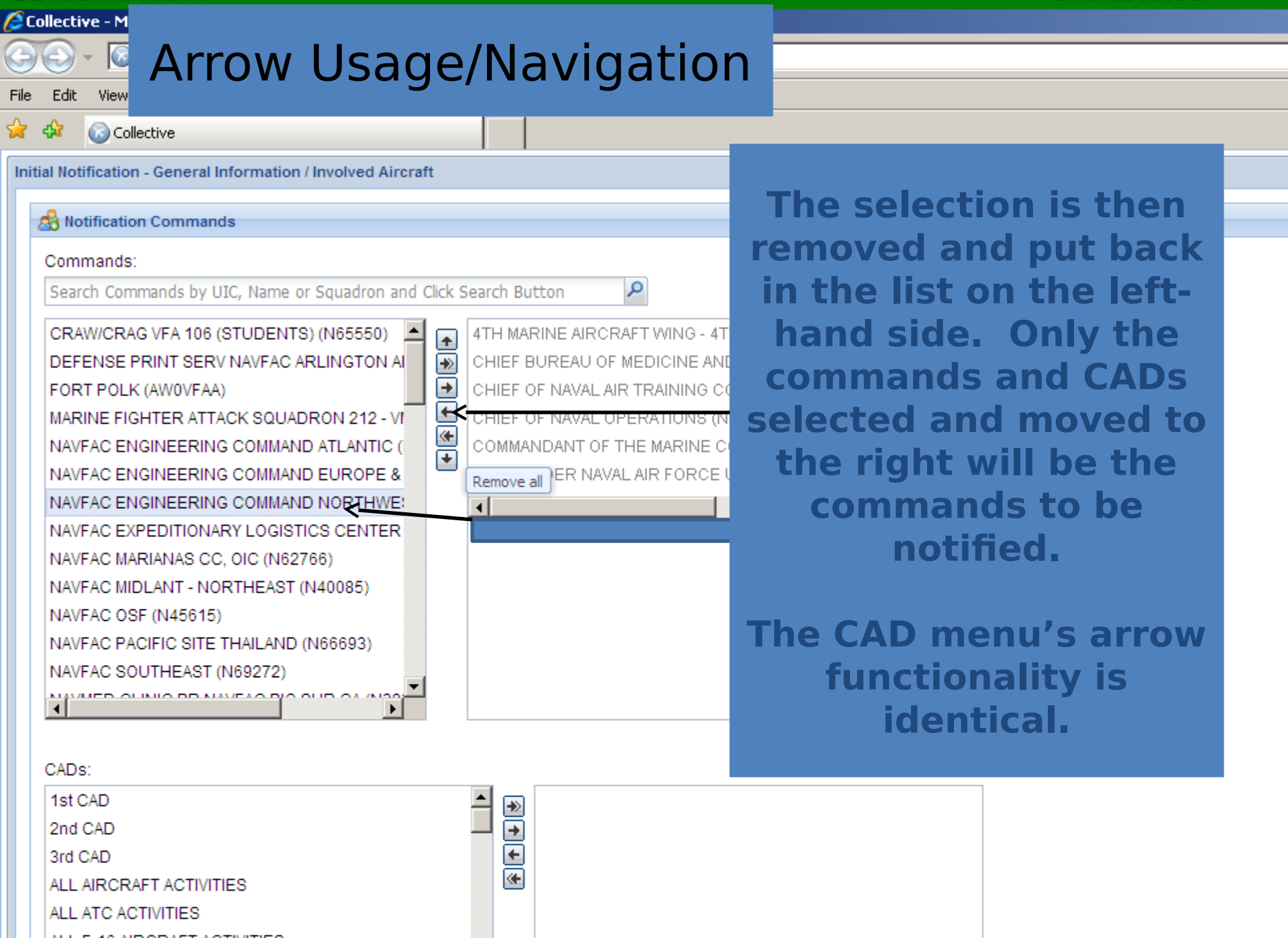
You can also add the entire list selection to the left list of command entities by selecting the left double arrow (<).

Arrow Usage/Navigation


Collective - M
File Edit View
Collective
Initial Notification - General Information / Involved Aircraft
Notification Commands
Commands:
Search Commands by UIC, Name or Squadron and Click Search Button
CRAW/CRAG VFA 106 (STUDENTS) (N65550)
DEFENSE PRINT SERV NAVFAC ARLINGTON AI
FORT POLK (AW0VFAA)
MARINE FIGHTER ATTACK SQUADRON 212 - VI
NAVFAC ENGINEERING COMMAND ATLANTIC (
NAVFAC ENGINEERING COMMAND EUROPE &
NAVFAC EXPEDITIONARY LOGISTICS CENTER
NAVFAC MARIANAS CC, OIC (N62766)
NAVFAC MIDLANT - NORTHEAST (N40085)
NAVFAC OSF (N45615)
NAVFAC PACIFIC SITE THAILAND (N66693)
NAVFAC SOUTHEAST (N69272)
NAVMED CLINIC BR NAVFAC BIG SUR CA (N39
4TH MARINE AIRCRAFT WING - 4T
CHIEF BUREAU OF MEDICINE AND
CHIEF OF NAVAL AIR TRAINING C
CHIEF OF NAVAL OPERATIONS (N
COMMANDANT OF THE MARINE C
COMMANDER NAVAL AIR FORCE
NAVFAC ENGINEERING COMMAND
NAVFAC ENGINEERING COMM
CADs:
1st CAD
2nd CAD
3rd CAD
ALL AIRCRAFT ACTIVITIES
ALL ATC ACTIVITIES

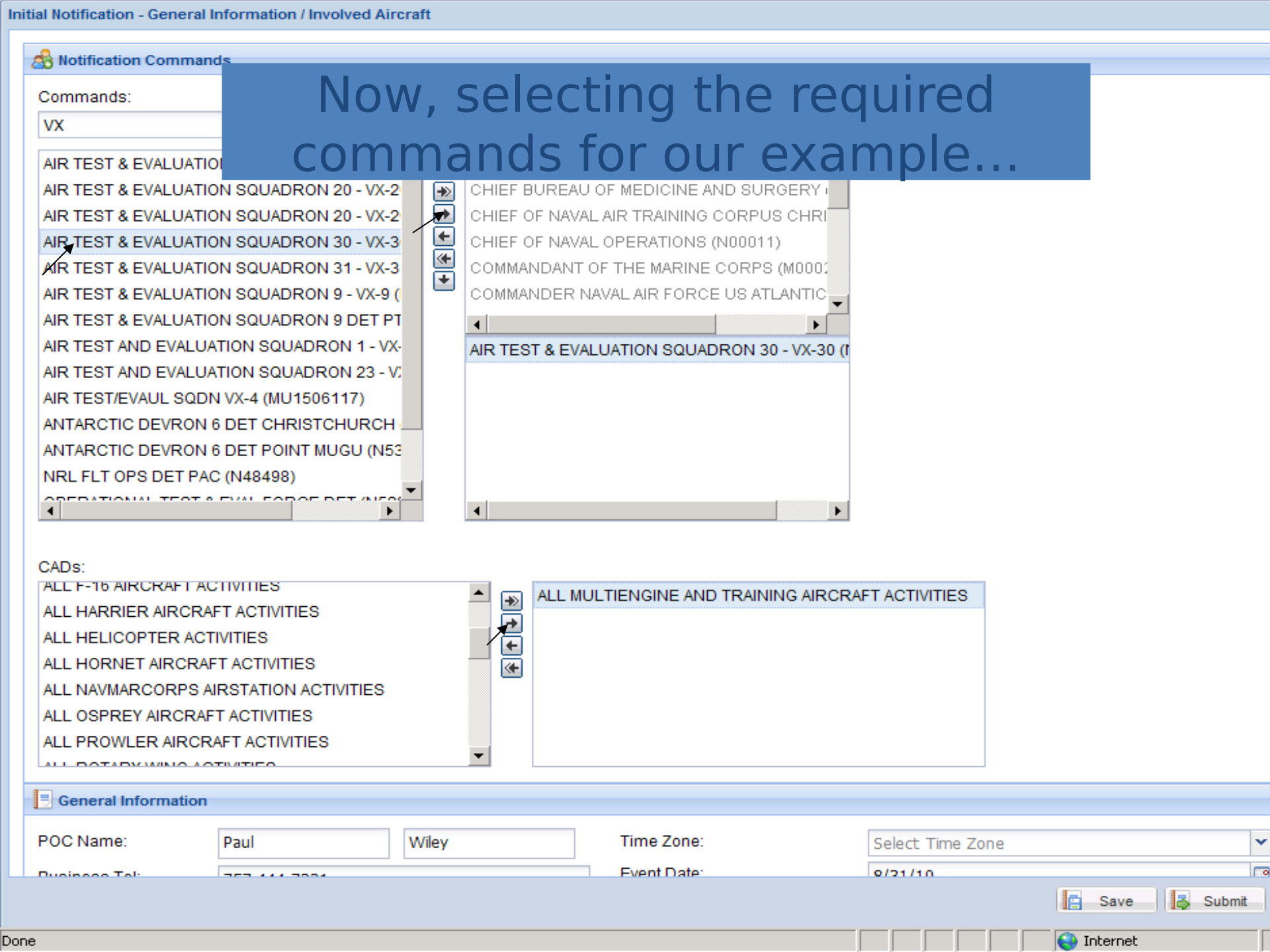
You can deselect a list selection to the left list of command entities by selecting the item and clicking left arrow (□) which sends it back to the left list.

Arrow Usage/Navigation

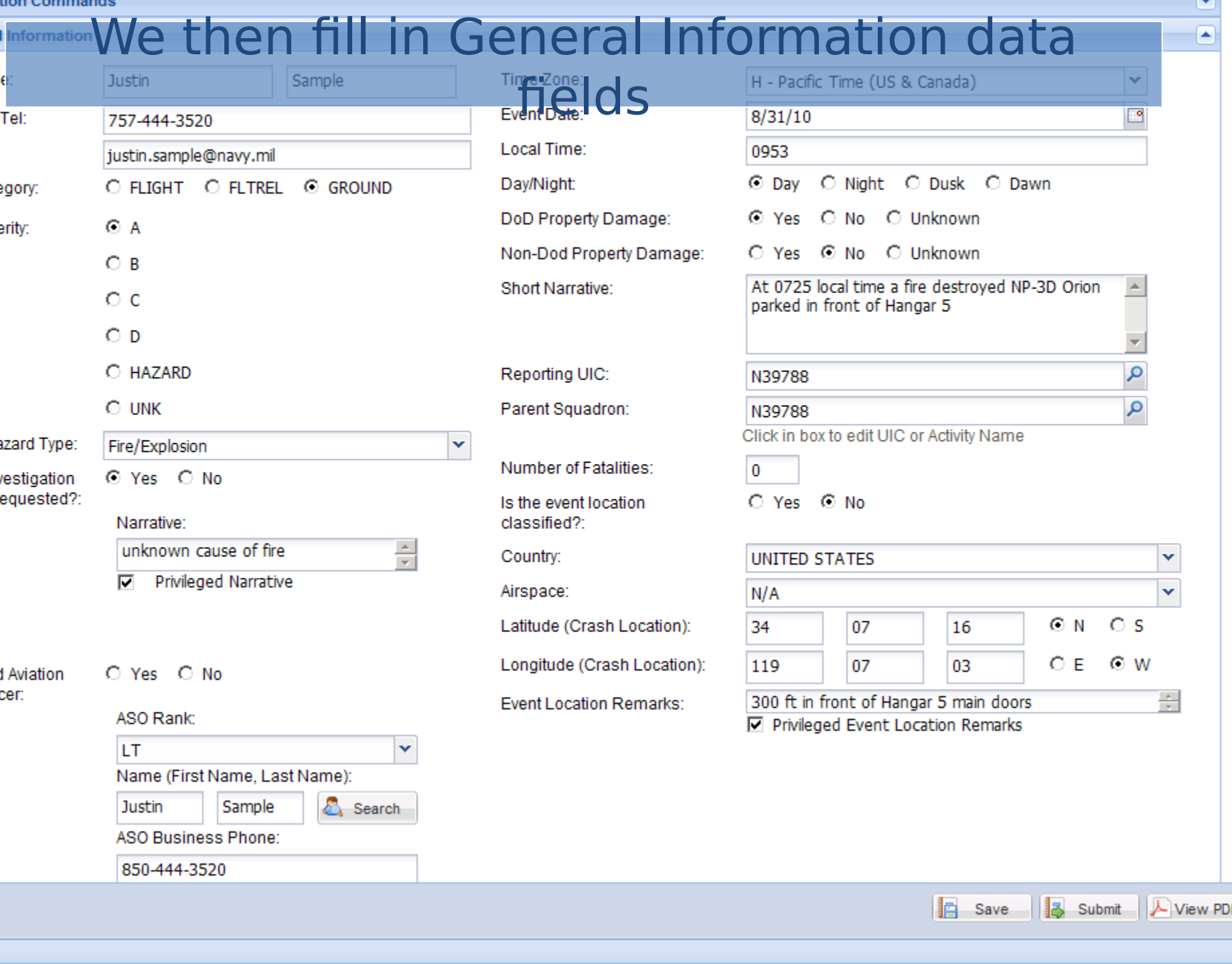

Collective - M
File Edit View
Collective
Initial Notification - General Information / Involved Aircraft
Notification Commands
Commands:
Search Commands by UIC, Name or Squadron and Click Search Button
CRAW/CRAG VFA 106 (STUDENTS) (N65550)
DEFENSE PRINT SERV NAVFAC ARLINGTON AI
FORT POLK (AW0VFAA)
MARINE FIGHTER ATTACK SQUADRON 212 - VI
NAVFAC ENGINEERING COMMAND ATLANTIC (
NAVFAC ENGINEERING COMMAND EUROPE &
NAVFAC ENGINEERING COMMAND NORTHWE
NAVFAC EXPEDITIONARY LOGISTICS CENTER
NAVFAC MARIANAS CC, OIC (N62766)
NAVFAC MIDLANT - NORTHEAST (N40085)
NAVFAC OSF (N45615)
NAVFAC PACIFIC SITE THAILAND (N66693)
NAVFAC SOUTHEAST (N69272)
4TH MARINE AIRCRAFT WING - 4T
CHIEF BUREAU OF MEDICINE AND
CHIEF OF NAVAL AIR TRAINING C
CHIEF OF NAVAL OPERATIONS (N
COMMANDANT OF THE MARINE C
ER NAVAL AIR FORCE U
Remove all
CADs:
1st CAD
2nd CAD
3rd CAD
ALL AIRCRAFT ACTIVITIES
ALL ATC ACTIVITIES

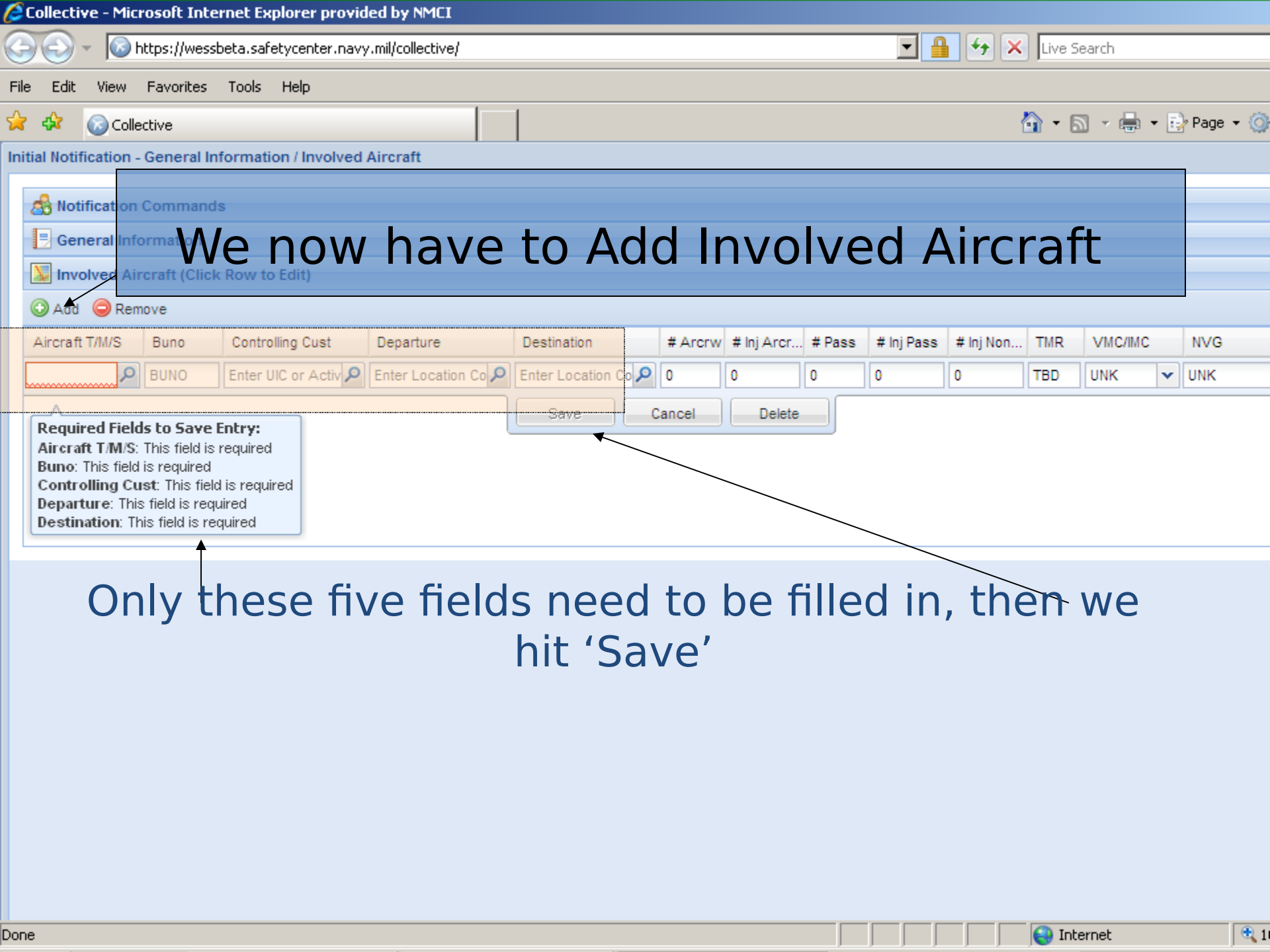
The selection is then removed and put back in the list on the left-hand side. Only the commands and CADs selected and moved to the right will be the commands to be notified.

The CAD menu's arrow functionality is identical.


Initial Notification - General Information / Involved Aircraft
Notification Commands
Now, selecting the required commands for our example...
Commands:
VX
AIR TEST & EVALUATIO
AIR TEST & EVALUATION SQUADRON 20 - VX-2
AIR TEST & EVALUATION SQUADRON 20 - VX-2
AIR TEST & EVALUATION SQUADRON 30 - VX-3
AIR TEST & EVALUATION SQUADRON 31 - VX-3
AIR TEST & EVALUATION SQUADRON 9 - VX-9 (
AIR TEST & EVALUATION SQUADRON 9 DET PT
AIR TEST AND EVALUATION SQUADRON 1 - VX-
AIR TEST AND EVALUATION SQUADRON 23 - V
AIR TEST/EVAUL SQDN VX-4 (MU1506117)
ANTARCTIC DEVRON 6 DET CHRISTCHURCH
ANTARCTIC DEVRON 6 DET POINT MUGU (N53
NRL FLT OPS DET PAC (N48498)
CHIEF BUREAU OF MEDICINE AND SURGERY
CHIEF OF NAVAL AIR TRAINING CORPUS CHRI
CHIEF OF NAVAL OPERATIONS (N00011)
COMMANDANT OF THE MARINE CORPS (M000
COMMANDER NAVAL AIR FORCE US ATLANTIC
AIR TEST & EVALUATION SQUADRON 30 - VX-30 (
CADs:
ALL F-16 AIRCRAFT ACTIVITIES
ALL HARRIER AIRCRAFT ACTIVITIES
ALL HELICOPTER ACTIVITIES
ALL HORNET AIRCRAFT ACTIVITIES
ALL NAVMARCORPS AIRSTATION ACTIVITIES
ALL OSPREY AIRCRAFT ACTIVITIES
ALL PROWLER AIRCRAFT ACTIVITIES
ALL MULTIENGINE AND TRAINING AIRCRAFT ACTIVITIES
General Information
POC Name:
Paul
Wiley
Time Zone:
Select Time Zone
Event Date:
8/31/10
Save
Submit
Done
Internet

We then fill in General Information data fields




Collective - Microsoft Internet Explorer provided by NMCI
https://wessbeta.safetycenter.navy.mil/collective/
Live Search
File Edit View Favorites Tools Help
Collective
Page
Initial Notification - General Information / Involved Aircraft
Notification Commands
General Information
Involved Aircraft (Click Row to Edit)
We now have to Add Involved Aircraft
Add
Remove
Aircraft T/M/S
Buno
Controlling Cust
Departure
Destination
Arcrw
Inj Arcr...
Pass
Inj Pass
Inj Non...
TMR
VMC/IMC
NVG
BUNO
Enter UIC or Activ
Enter Location Co
Enter Location Co
0
0
0
0
0
TBD
UNK
UNK
Save
Cancel
Delete
Required Fields to Save Entry:
Aircraft T/M/S: This field is required
Buno: This field is required
Controlling Cust: This field is required
Departure: This field is required
Destination: This field is required
Only these five fields need to be filled in, then we hit ‘Save’
Done
Internet

Privileged Narrative

Airspace: N/A

Latitude (Crash Location): 34 07 16 N S

Longitude (Crash Location): 119 07 03 E W

Event Location Remarks: 300 ft in front of Hangar 5 main doors

Privileged Event Location Remarks

Command Aviation Safety Officer: Yes No

ASO Rank: LT

Name (First Name, Last Name): Justin Sample Search

ASO Business Phone: 850-444-3520

ASO Cell Phone: 850-444-1857

ASO Email: justin.sample@navy.mil

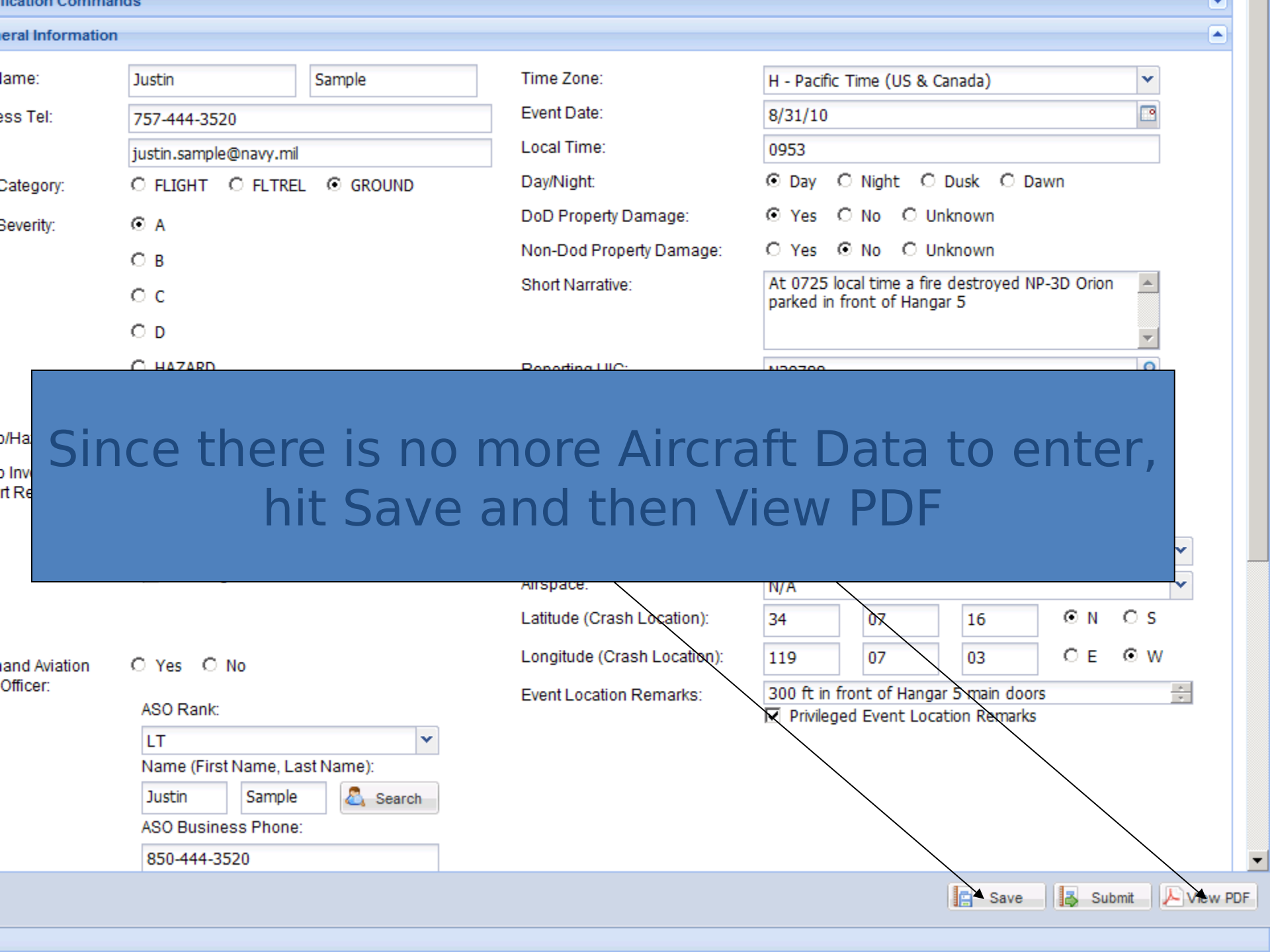
Aircraft Data has now been added for our aircraft.
If there were additional ones involved,
we would click again on 'Add'

Involved Aircraft (Click Row to Edit)

Add Remove

Aircraft T/M/S	Buno	Reporting Custodian	Departure	Destination	# Arcrw	# Inj Arcr...	# Pass	# Inj Pass	# Inj Non...	TMR	VMC/IMC	NVG
NP003D	123456	N39788	OT	OT	0	0	0	0	0	TBD	U	U

Start | 7 Microsof... | 2 Interne... | S:\NRFK\NA... | My Documents | 3750.6R.pd... | 2 Microsof... | TRIM Context


eral Information
lame:
Justin
Sample
ess Tel:
757-444-3520
justin.sample@navy.mil
Category:
FLIGHT
FLTREL
GROUND
Severity:
A
B
C
D
Time Zone:
H - Pacific Time (US & Canada)
Event Date:
8/31/10
Local Time:
0953
Day/Night:
Day
Night
Dusk
Dawn
DoD Property Damage:
Yes
No
Unknown
Non-Dod Property Damage:
Yes
No
Unknown
Short Narrative:
At 0725 local time a fire destroyed NP-3D Orion parked in front of Hangar 5
Since there is no more Aircraft Data to enter, hit Save and then View PDF
Airspace:
N/A
Latitude (Crash Location):
34
07
16
N
S
Longitude (Crash Location):
119
07
03
E
W
Event Location Remarks:
300 ft in front of Hangar 5 main doors
Privileged Event Location Remarks
and Aviation Officer:
Yes
No
ASO Rank:
LT
Name (First Name, Last Name):
Justin
Sample
Search
ASO Business Phone:
850-444-3520
Save
Submit
View PDF

Edit View Document Tools Window Help

AIR TEST & EVALUATION SQUADRON 30 - VX-30 (N39788)
4TH MARINE AIRCRAFT WING - 4TH MAW (M67021)
CHIEF BUREAU OF MEDICINE AND SURGERY (N00018)
CHIEF OF NAVAL AIR TRAINING CORPUS CHRISTI TX (N63110)
CHIEF OF NAVAL OPERATIONS (N00011)
COMMANDANT OF THE MARINE CORPS (M00027)
COMM
COMM
COMM
COMM
COMM
COMM
COMM
MARI
NAVA
NAVA
NAVA
NAVA
NAVAL SAFETY CENTER (N63393)
NAVAL STRIKE AIR WARFARE CENTER FALLON NV (N69190)
SCHOOL OF AVIATION SAFETY PENSACOLA (N39961)
UNCLAS FOUO //N39788//
THIS IS AN INITIAL GENERAL USE NAVAL AVIATION MISHAP/HAZARD INITIAL NOTIFICATION
AIR TEST & EVALUATION SQUADRON 30 - VX-30, TYPE A, GROUND, Fire/Explosion

POC/ Sample, Justin
COMM: 757-444-3520/E-MAIL: justin.sample@navy.mil//
RMKS/
1. SUMMARY: At 0725 local time a fire destroyed NP-3D Orion parked in front of Hangar 5
2. DATA:
A. REPORTING ACTIVITY
(1) N39788 - AIR TEST & EVALUATION SQUADRON 30 - VX-30
B. AIRCRAFT OR UAV:
B1. (1) (AIRCRAFT T/M/S) NP-3D
(2) BUNO: 123456
(3) CONTROLLING CUSTODIAN: N39788 - AIR TEST & EVALUATION SQUADRON 30 - VX-30
(4) DEPARTURE LOCATION: OT - OTHER, OTHER
(5) DESTINATION: OT - OTHER, OTHER
(6) # AIRCREW: 0
(7) # INJURED AIRCREW: 0
(8) # PASSENGERS: 0

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Ref: SECNAVINST 5720.42, OPNAVINST 3750.6 Series and OPNAVINST 5102.1 Series.

(9) # INJURED PASSENGERS: 0
(10) TMR: TBD
(11) VMC/ U
C. ENVIRONMENT.
(1) EVENT DATE: 8/31/10
(2) LOCAL TIME: 0953

D. INJURED NONOCCUPANTS: 0
4. MISHAP INVESTICATION SUPPORT REQUESTS: Yes unknown cause of fire
5. MISHAP AVIATION SAFETY OFFICER
LT Justin Sample
858-444-1257
850-444-3520
justin.sample@navy.mil

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Ref: SECNAVINST 5720.42, OPNAVINST 3750.6 Series and OPNAVINST 5102.1 Series.

The Initial Notification will come up as a PDF which should be inspected for errors

Initial Notification - General Information / Involved Aircraft

Notification Commands

General Information

If you are satisfied with the information in the PDF, hit 'Submit'.
If the following message pops up, there are incomplete fields.

POC Name: Justin Sample

Time Zone: H - Pacific Time (US & Canada)

Bus

Em

Eve

Eve

HAZARD

UNK

Reporting UIC: N39788

9788

k in box to edit UIC or Activity Name

Validation Failed

Please complete the required fields.

Ok

Mishap/Hazard Type: Fire/Explosion

Mishap Investigation Support Requested?: Yes No

Yes No

Narrative:

unknown cause of fire

Privileged Narrative

Country: UNITED STATES

Airspace: N/A

Latitude (Crash Location): 34 07 16 N S

Longitude (Crash Location): 119 07 03 E W

Event Location Remarks: 300 ft in front of Hangar 5 main doors

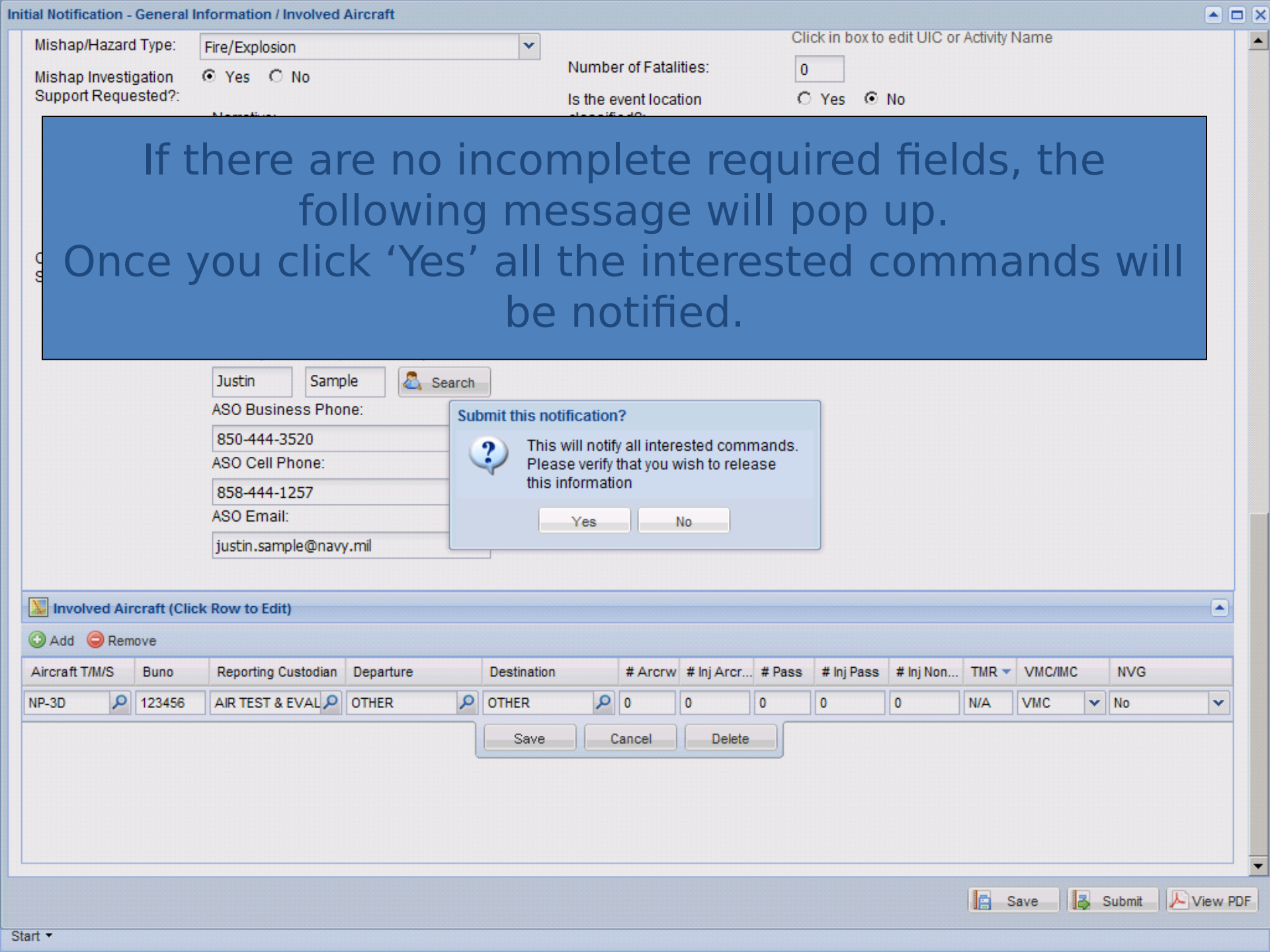
Privileged Event Location Remarks

Command Aviation Safety Officer: Yes No

ASO Rank: LT

Name (First Name, Last Name): Justin Sample Search

ASO Business Phone: 850-444-3520


Initial Notification - General Information / Involved Aircraft
Mishap/Hazard Type:
Fire/Explosion
Mishap Investigation Support Requested?:
Yes
No
Number of Fatalities:
0
Click in box to edit UIC or Activity Name
Is the event location
Yes
No
If there are no incomplete required fields, the following message will pop up.
Once you click 'Yes' all the interested commands will be notified.
Justin
Sample
Search
ASO Business Phone:
850-444-3520
ASO Cell Phone:
858-444-1257
ASO Email:
justin.sample@navy.mil
Submit this notification?
This will notify all interested commands. Please verify that you wish to release this information
Yes
No
Involved Aircraft (Click Row to Edit)
Add
Remove
Aircraft T/M/S
Buno
Reporting Custodian
Departure
Destination
Arcrw
Inj Arcr...
Pass
Inj Pass
Inj Non...
TMR
VMC/IMC
NVG
NP-3D
123456
AIR TEST & EVAL
OTHER
OTHER
0
0
0
0
0
N/A
VMC
No
Save
Cancel
Delete
Save
Submit
View PDF
Start

Initial Notification via WESS Completed

(end of module)